




BAR HILL COMMUNITY ASSOCIATION (BHCA)

Registered Charity # 1195382

Meeting Minutes

Date & Time:	Tuesday, 9th July 2024 @ 7:30 pm	
Location:	The Fox Inn, Gladeside, Bar Hill. Cambridge. CB23 8DY	
Summary:	Scheduled Monthly Charity Trustee Meeting https://bit.ly/bhca-shared-calendar Called By: Andy Pellew (Chair of Trustees)	
Note Taker:	Jenni Foster-Smith (Secretary)	
Documents:	REF01 Minutes of the meeting held on 11th June 2024.pdf REF02 Financial Update - June 2024.pdf REF03 Complaints Policy & Procedure (2.0 Draft).pdf REF04 Terms of Reference - Saxon Park Committee (0.1 Draft).pdf REF05 FY2023 Audit Report.pdf REF06 Investing Policy (0.1 Draft).pdf REF07 Campaigns and Political Activity Policy (0.1 Draft).pdf REF08 Engaging External Speakers at Charity Events Policy and Procedures (0.1 Draft).pdf	

Open Forum Notes

Ref	Notes
OF1	Residents/ Groups in attendance: None Notes: N/A

Minutes for Agenda Items

Ref	Notes
01	Apologies were received from Hilary Whipp (HW, Treasurer), Anthony Mitchell (AM, Vice Chair, Christmas Event), Barry Dean (BD), Kate Da Costa (KDC, Fête & Festival), Jenni Foster-Smith (JFS, Secretary, Parks & Recreation). Present <Name> (<Initials> [, <Position>] [, <Committee Chair's>]: BHCA Trustees:

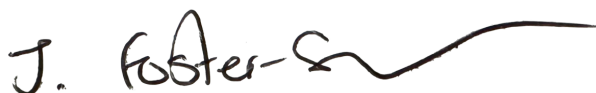
	<p>Andy Pellew (AP, Chair of Trustees, Bar Hill News, Phone Box Library, Wellbeing Walks), Buntly Waters (BW, Europe Challenge), Jo Hall (JH),</p> <p>Volunteers/Members/Local Residents: Karen Hayden (KH), Richard Hayden (RH)</p>
02	<p>Minutes from 11th June 2024.</p> <p>Proposer: BW Seconder: JH</p>
03	<p>Actions Review</p> <ul style="list-style-type: none"> — (AP) Update “Scheduled Activity (by Month)” to align agenda items for future agendas (COMPLETE) — (AP) Remove “Action Log” (COMPLETE, archived document is here) — (AP) Update website (to remove content) COMPLETE — (AP) Update Fundraising Policy and Procedure with approval (COMPLETE) (see IOI02 and IOI03) — (AP) Investing Charity Funds Policy and Procedures (COMPLETED) (see REF06) — (AP) Campaigns and Political Activity Policy and Procedures (COMPLETED) (see REF07) — (AP) Engaging External Speakers at Charity Events Policy and Procedures (COMPLETED) (see REF08) — (AP) Update BH Library on “Friends” offer (COMPLETED); — (AP) Setup “Friends” budget (COMPLETE) — (AP) £90 Grant for Over Day Centre (COMPLETE 21/05/2024 from Metro Bank) — (AP) Transfer £1000 from General to Fete Budget (COMPLETE) - (BD) Update retirement policy (transferred from AP, in progress), - (AM) Internal Charity Financial Controls Policy and Procedures (in progress) - (JFS) Internal Risk Management Policy and Procedures (in progress) — (JH) Chase BH Primary School regarding setting up of the First Lego League club (COMPLETE) - (BW) Printer in the Parish Council Office. It is off to Ukraine, but not yet - (BD) Bullying and Harassment Policy and Procedures (completed) -
04	(declarations of interest)
05	Announcements from the Chair

	<ul style="list-style-type: none"> - Friends of Bar Hill Library is meeting on the 11th July at 3:45 pm (for a start at 4 pm) - I'm no longer going to circulate the "Information Only" documents listed on the first page. There is a link for those with BHCA Google Accounts can access the documents - anyone else can just ask for them
06	Financial Update. Proposer: BW Seconder: JH
07	<p>(committee updates);</p> <p>Bar Hill News (AP)</p> <ul style="list-style-type: none"> - Willingham Medical Practice has taken the decision to no longer provide any content for the Bar Hill News. We have been out of their catchment area for quite a while, there are few users left in the village, and there have been a few incidents where people have reacted badly to being told they could not join the practice. - Need some help with distribution <p>Christmas Event (AM)</p> <ul style="list-style-type: none"> - None <p>Europe Challenge (BW)</p> <ul style="list-style-type: none"> - 27th is the next meal <p>Fête & Festival (KB)</p> <ul style="list-style-type: none"> - None <p>Parks & Recreation (JFS)</p> <ul style="list-style-type: none"> - We now have a working party, who have already met once. - The FCC grant will be submitted by July/August, once all documents have been received from the PC clerk. - Posters will be placed around the village that will show the playground design and include a QR code that will forward people to the crowdfunding page that has been created. <p>Phone Box Library (AP)</p> <ul style="list-style-type: none"> - No updates for June
10	<p>Policy Review: Complaints Policy & Procedure</p> <p>Accept as proposed.</p> <p>Proposer: BW Seconder: JH</p>
11	<p>Procedure Review: Trustee Retirement Procedure</p> <p>Accept as proposed.</p>

	Postponed to next month.
20	<p>Fête & Festival on Saturday</p> <ul style="list-style-type: none"> - AP needed collapsible chairs. Circulate a request for Chairs. KDC joined, the chairs are there. - Bunty to come at 3 pm - AP to be there all day - KH to come at 4pm
21	<p>New Terms of Reference: Saxon Park</p> <p>Accept as proposed.</p> <p>Proposer: AP Second: JH</p>
22	<p>Bar Hill Community Association AGM</p> <p>PROPOSAL: Budget holders work to identify and provide missing receipts (via email to finance@barhill-ca.org) in preparation for the Audit to commence after the August meeting.</p> <p>Proposer: AP Second: BW</p> <p>PROPOSAL: We schedule the AGM for the 10th September meeting at 7:00 pm (immediately before the usual trustees meeting).</p> <p>Proposer: BW Second: AP</p>
23	<p>Policy Review: Investment Policy</p> <p>Accept as proposed.</p> <p>Proposer: AP Second: KDC</p>
24	<p>Policy Review: Campaigns and Political Activity Policy</p> <p>Accept as proposed.</p> <p>Proposer: AP Second: KDC</p>
25	Policy Review: Engaging External Speakers at Charity Events Policy and

	<p>Procedures</p> <p>Accept as proposed.</p> <p>Proposer: BW Secnder: KDC</p>
97	<p>Any Other Business (inc. Agenda items for future meetings):</p> <ul style="list-style-type: none"> - Bar Hill Community Association AGM - Paul Howley & Co Limited (for Tax Return - lhurd@paulhowley.co.uk)
98	<p>Date and location of next meeting; PROPOSED Tuesday, 13th August @ 19:30 in The Fox</p>
99	<p>Meeting closed at 19:50.</p>

Dated: **9th July 2024**



Jenni Foster-Smith (Secretary)

Dated: **9th July 2024**



Andy Pellew (Chair)